# Student Handbook
## 1972-1973

# Lake Forest College

## STUDENT GOVERNMENT CONSTITUTION

...dent Government has oversight, within the framework of the College Governance ... student affairs and supervision of student activities and student activity funds.

...tudent Representation

1) It shall be the duty of the head resident of each dorm to organize and maintain the dorm council in his or her dorm each year.

2) Each Dorm Council shall consist of no less than three elected representatives per each purpose unit in said dorm. Elections shall be no later than the second week of Fall Term.

### DORM COUNCIL DUTIES

a. To guarantee that one dorm representative from each purpose unit be elected by his constituency to serve as a General Assembly delegate.

b. To establish and enforce dorm regulations and exercise internal disciplinary authority.

c. In a case where the dorm council determines that a dorm representative does not perform his or her duties, he or she shall be asked to resign, and another representative shall be elected by his constituency to take his or her place.

B The General Assembly

1) Each purpose unit shall be represented at the General Assembly by one elected delegate.

2) Each General Assembly delegate will have at least one vote; however, additional votes shall be delegated proportionally. E.g., 25-39 people per purpose unit represented shall be assigned 1½ votes; 40-54 people per purpose unit represented shall be assigned 2 votes; 55-69 people per purpose unit represented shall be assigned 2½ votes; 70-84 people per purpose unit represented shall be assigned 3 votes; 85-99 people per purpose unit represented shall be assigned 3½ votes; 100-114 people per purpose unit represented shall be assigned 4 votes; 115 or more people per purpose unit represented shall be assigned 4½ votes.

3) The General Assembly shall meet at least once a month, two-thirds of its membership constituting a quorum.

4) Procedures shall follow Roberts' Rules of Order.

### GENERAL ASSEMBLY DUTIES

a. The General Assembly has the power of veto over any legislation passed by the College Life Committee and the Executive Committee by a two-thirds vote of its entire membership.

b. The General Assembly shall elect three of its members to serve as delegates at large on the Executive Committee, to be chosen no later than the third week of Fall Term.

5) Non-Resident Students

a. Non-resident students shall be represented on the General Assembly by one delegate per sixty students elected from and by the non-resident constituency.

b. It is the duty of the Dean of the College to make certain that a non-resident delegation is elected.

C. The Executive Committee shall consist of a President, Director of Information, and a Treasurer, who are elected by the student body at large, following the procedures recommended by College Governance. It shall also include three representatives elected out of the General Assembly, by the General Assembly. The President of the Executive Committee shall have the power to appoint one member of the student body at large to the Executive Committee. Five members of the Executive Committee constitutes a quorum.



2) Duties:

a. Administers the affiars of the Student Government.

b. Allocates funds to organizations it deems appropriate.

c. Sends one representative to the College Council.

d. Sends one representative to the Co-curriculum Committee.

e. Recommends two students to serve on the Educational Resources Committee.

f. Allocates student office space—President of Student Government.

g. Reports all its actions regularly to the General Assembly.

3) Individual Duties:

a. The President shall preside over all Executive Committee and General Assembly meetings. He shall be chief executive officer of all Student Government activities.

b. The Director of Information shall serve as assistant to the President and act in place of the President in his absence. He will be responsible for the dispensing of all Student Government information to the student body. He must post a copy of all minutes and announcements of meetings (with agendas) on an official Student Government bulletin board in Commons. He will also be responsible for keeping an up-to-date file containing all minutes and correspondence concerning Student Government affairs.

c. The Treasurer shall conduct and audit every term for all student organization accounts operating out of the Student Government account. He will keep an up-to-date file of all requisitions. The Treasurer has jurisdiction over all student organizational accounts operating out of the Student Government account. The Treasurer must make recommendations to the Executive Committee concerning allocations of funds.

4) The delegates at large are responsible for providing the Executive Committee, of which they are a part, with the sentiment of the student body.

5) If an officer or member of the Executive Committee resigns, it will be the duty of the General Assembly to elect a successor no later than one week after that member's resignation.

D Amendment Procedures

1) This constitution can be amended by a two-thirds vote of the entire membership of the General Assembly, provided that two weeks' public notice has been given to the student body.

2) This constitution can also be amended by a referendum proposed through a petition signed by ten percent of the full-time students enrolled in the College. If two-thirds of the students voting approve the referendum, it shall be ratified.

### ACADEMIC ADVISEMENT

Every student plans a program of study with the assistance of a faculty adviser. While the decisions are the student's, the adviser helps to arrange a program best fitted to the student's advantage.

During the summer prior to the freshman year, the student's academic program for the fall is developed from carefully detailed information sent from the College.

Before arriving on campus, each freshman student is assigned a faculty adviser. During the year the student may select a different adviser from among the available members of the teaching faculty. Toward the end of the freshman year the student is asked to make at least a tentative selection of an academic major or field of concentration. This choice is not binding since the general academic program has considerable flexibility, but a change of major after the beginning of the Junior year may require additional time to meet all of the requirements of the new major. When selecting a major or field of concentration, the student may choose an adviser from among the teaching faculty of the major department or appropriate interdisciplinary concentration committee.

REGISTRATION (See catalogue for full details)

course change in schedule must be made through the Registrar's office and approved e student's adviser. Three dollars is charged for each change made after classes begin in term.

A student may not enter any course after the first week in a term. A student may not withdraw from a course after the first week of a term except for reasons of emergency, approved by the Dean of the College. W/F (failure) will be recorded if withdrawal is not approved by the Dean of the College.

EXAMINATIONS

Final examinations must follow the published schedule. They may not be given to individual students prior to the beginning of the final examination period, but a faculty member is free to arrange an individual examination any time during the examination period if he feels that the student's request for change is justified. The examination for the rest of the class must be given at the scheduled time.

In lieu of a final examination in a course, term papers may be assigned, but in such cases the students are entitled to have until the end of the scheduled time for the examination in a course to submit their term papers.

Examination papers, particularly final examination papers and term papers, if not returned immediately to students, are to be kept at least for one term before they are destroyed so as to be available for examination by students. It is understood that papers from the Spring Term will be kept through the Fall Term. Faculty members leaving the College are asked to leave their record books with the department chairman, or, if they do not wish to do so, to accept the obligation to keep these record books for at least a year in order to check records if necessary.

SMOKING

No smoking is allowed in any classroom (except seminar rooms), studio, laboratory, library lounge area, the auditorium, the fieldhouse, or the Chapel. Faculty members are asked to cooperate with this regulation by refraining from smoking in these places and by requiring student adherence to this rule.

ACADEMIC EVALUATION AND APPEAL PROCEDURE

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Students shall be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

Protection of Freedom of Expression

Students are responsible for learning thoroughly the content of any course of study, but they shall be free to take reasoned exception to the date or views offered and to reserve judgment about matters of opinion.

Students are responsible for maintaining standards of academic performance established by their professors, but they shall have protection against prejudiced or capricious academic evaluation.

One common cause of the feeling of being unfairly evaluated in a course is a student's failure to understand clearly the criteria by which he is evaluated. It is most desirable for an



instructor to state as clearly as possible at the beginning of a course the evaluative criteria which are to be used for that course.

When a student feels that his final grade in a course has been prejudiced or capricious, and he has been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairman. After the student has filled out an appropriate form specifying the details of the alleged injustice, the chairman will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. The student must contact the chairman within two calendar weeks following the beginning of classes in the term following that in which the alleged injustice took place. Whenever possible, the committee will consist of three members of the instructor's department. In a case where the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairman is the instructor accused of the alleged injustice, the student may contact another senior member of the department, who will appoint a review committee.

Any student requestiong a review is responsible for presenting for review all tests, papers, etc., which enter into a grade and which have been returned to him. Instructors will have to keep on file, for at least a term following that in which a course is offered, all tests, papers, etc., which enter into a grade and which have not been returned to students.

After hearing all available evidence in a particular case, the members of the review committee should meet with the instructor, the student not being present, and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor.

## THE ACADEMIC HONOR CODE

The students, faculty, and trustees of Lake Forest College have approved and instituted the Academic Honor Code that appears below. This Code is designed to place the matter of academic honesty with the individual student.

Article I—Academic Procedure

Section I—Examinations

A) No student shall give or receive any unathorized aid concerning examinations.
B) Examinations shall be unproctored, but the professor is free to stay in or leave the room at his own discretion.

Section II—Written Work

A) The term "written work" shall extend to all essays, examinations, and laboratory reports.
B) The student's name on any written work is assumed to be a guarantee that the work is the student's own, except where otherwise defined by the student through the use of footnotes, quotation marks, and bibliography.
C) Professors may:
1. Prescribe any limitations on sources or assistance in any form.
2. Waive any requirements concerning the accrediting of sources.
3. Exclude or include homework as written work under Article I, Section II, A, of the Honor Code.

mission must be obtained from all professors concerned if a paper is to be credit in more than one course. If this is a case of a paper previously submitted ructor no longer present, permission from that instructor need not be obtained; but ructor to whom the paper will be submitted must be notified that the paper has been before.

E) Permission must be obtained for more than one student to work together on an assignment with the understanding that all students concerned will be held responsible for the work and any information involved.

Section III–Plagiarism–Definition

Plagiarism, which is a violation of the Honor Code, is defined as copying the work of someone else, either wholly or in part, and passing it off as your own. Direct quotation of another, including phrases and clauses, must always be indicated by quotation marks and a footnote identifying the source. If you are summarizing or referring in your own words to what someone else has written, either the content or the organization of the ideas, the footnote is required, though quotation marks are omitted. All sources consulted in the preparation of a paper must be listed in the bibliography, giving author, title, place, and date of publication, publisher, and pages read, even if only part of the work has been used. Failure to observe the above directions constitutes plagiarism and will result in disciplinary action by the Honor Council. THE GENERAL POLICIES COMMITTEE–February, 1971, added the following clarification:

Unpublished written materials, such as purchased research or someone else's term paper, constitute sources to which all the statements above apply. If such materials are used, even in part, even recast in your own words, full and proper credit must be given to the author. When your source contains citations from other writings, those works do not become your direct sources nor is it proper to cite them as such unless you investigate them personally.

## THE HOUSING SYSTEM

With the experience of almost a complete year of "Purpose Units" on campus behind us, it is obvious that some of the original concepts involved in "Purpose Units" should be changed, while others have contributed to the quality of life at L.F.C. and therefore should be continued. It is the understanding of the committee that its purpose is to evaluate the various aspects of "Purpose Units" on this campus and to arrive at a synthesized concept of what "Purpose Units" should be. Throughout this report three terms will be used; they are: "Housing Unit," which denotes any group of persons living in college facilities, including freshmen; "Purpose Unit," which denotes what has previously been called "Housing Units" and, as the name connotes, they are housing units which have a stated purpose; "Living Unit," which denotes a housing unit which has no stated purpose. Under this category (Living Unit) will be classified freshman dormitories and such existing units as Independent Men, Independent Women, and People's Housing Unit.

A purpose Unit shall establish itself as follows:

1. When petitioning the College for recognition, it shall include in its petition a statement of purpose which shall be "to accomplish some academic, social, or cultural end which may be pursued more fully in conjunction with others than as individuals."
2. A Purpose Unit shall contain not less than ten persons and not more than can live in one dormitory.
3. It is strongly recommended that each Purpose Unit should have a faculty adviser who is interested in the purpose of that unit.
4. In their petitions, Purpose Units shall request a particular dormitory or section of a dormitory to be accompanied by the reasons that that area would facilitate the unit's purpose.



Other items particular to Purpose Units are:

1. Purpose Units shall be open to all students with the restriction that the students be interested in the purpose of that unit. The criterion for selection shall be made public. All persons living in a Purpose Unit shall be required to sign a statement that he or she will contribute to the life and purpose of that unit.
2. During the Spring Term of a Purpose Unit's year in existence, its performance may be avaluated by the Housing Committee or its delegate, in light of its stated purpose. If its performance falls short, that unit shall be abolished. Each unit shall be allowed to appeal its case before the Housing Committee or its delegate.
3. Since all Housing Units must have a functioning government, it is required that a Purpose Unit government be constructed as follows:

1) A legislative body (of three or more persons)
   a. To pass legislation to facilitate the stated purpose.
   b. To pass legislation on intra-unit rooming and to facilitate ease in dorm life.
   c. To be elected at large; which may be conducted by the head resident.
2) A judicial body (of three or more persons)
   a. To pass judgment on the behavioral problems other than violence.
   b. To pass judgment on all problems of destruction of college property within the Housing Unit's geographical area.
   c. To pass judgment on all problems of personal and unit-owned property damage.
   d. All theft cases are to be immediately referred to the Conduct Board.
   e. Within the scope of punishments available to the Unit Judicial Council shall be:
      1. Fines
      2. Work assignments useful to the unit
      3. Expulsion from the unit
      4. All lesser punishments as the Judicial may see fit
   f. All Unit Judicial Council decisions may be appealed to the appropriate campus committee.
   g. To be elected at large, which may be conducted by the head resident.

4. A copy of all documents of each Purpose Unit's government shall be submitted to the Dean's office.
5. A Purpose Unit may propose in its petition for the following year an alternate governmental structure, which, if approved by the Housing Committee or its delegate, may be implemented in the stead of the above structure.

The definition of "Living Unit" shall be any group who may draw into the space left available after Purpose Units have been allocated space. This draw is to take place on a campus-wide basis. It is recommended that the Housing Committee or its delegate, when assigning space to Purpose Units, take into consideration the fact of government and therefore the space remaining (post Purpose Units) should be in blocks of rooms or whole dormitories.

## ENTRANCE TO A HOUSING UNIT

A. Entrance Requirements

1. Students entering a housing unit must sign an agreement to the particular statement of purpose of the housing unit and be willing to accept the responsibility of living in the unit.
2. Students must be informed as to whether or not the housing unit will be co-ed.
3. Students entering a housing unit must abide by the constitution and the room draw procedures established by that housing unit.
4. Each housing unit must maintain a file consisting of room assignments, a waiting list, a constitution, and a statement of purpose with resident signatures. A duplicate copy of this file must be forwarded to the office of the Dean of the College.

Students and Readmitted Students

Transfer students must be informed of the different housing units and a summarized ment of purpose including responsibilities and structure of each housing unit, and will have option of applying for admittance to any housing unit upon confirmation of acceptance.

2. Each housing unit must be responsible for placing transfer students in the appropriate order on their waiting lists.

3. All transfer students must list their order of preference (three choices minimum). If the student is not admitted to the housing unit of his first choice, he will be relocated in either another housing unit of his preference, or if that is not possible, in an independent room. The name of the transfer student will immediately be placed on the waiting list of the housing unit of his choice.

4. This housing unit request form shall be returned to the Dean of the College, whose responsibility it is to inform the appropriate office of the housing unit of the student's first choice, or if it is not possible to place him there, the procedure stated in Section (3) will be followed. During the vacation time when the head of the housing unit cannot be reached, it is the responsibility of the Dean of the College to follow the guidelines of the housing unit in housing a student.

C. Overseas Students

1. Each housing unit will include in its constitution a provision for placing:

a. Students who were previously a member of the housing unit, have participated in a Lake Forest College program abroad, and returned to the same housing unit, and

b. Students who have participated in a Lake Forest College program abroad and wish to enter a new housing unit.

2. Students who are going abroad must be informed of their status in the housing unit in which they are living before departure. All students enrolled in the overseas programs must fill out a student request form either before or during their stay abroad. Action on this form shall follow procedure stated under Transfer Student Sections (3) and (4).

D. Freshmen

1. Freshmen will be housed in dorms which are designated as freshman dorms for a minimum of their first entire term at Lake Forest College.

2. They will be permitted to apply for entrance into a housing unit at any time, but may not enter until after their first term in residence in a freshman dorm.

E. Part-time Students

shall follow procedure for full-time students.

F. Internal Room Draw

1. Each housing unit is responsible for establishing an equitable system of room draw and future room changes.

2. Each housing unit is responsible for setting criteria for the order of their waiting list.

3. Each housing unit is responsible for establishing an adequate mechanism for dealing with internal room changes, roommate complications, and misbehavior.

4. General room draw shall be conducted before the end of the seventh week of Spring Term for the following year.

## HOUSING UNIT REGULATIONS AND PROCEDURES

GUIDELINES FOR COLLEGE RESIDENCE HALLS, LIVING UNITS, PURPOSE UNITS AND FRATERNITIES

Each unit assumes responsibility for its own governance in accordance with the House



System. Units are expected to establish and enforce rules and regulations which ensure the rights and protect the sensitivities of individuals living in a group situation. In addition, certain procedures exist for the protection of health and safety as well as physical maintenance of College property.

I. The following are guidelines for the establishment of procedures by individual Units.

A. Quiet Hours

1. Residents are expected to act in such a manner that an atmosphere conducive to effective study can be maintained. It is the responsibility of each individual to adhere to this basic expectation.

2. Each unit of government is expected to define quiet hours at its own discretion, having taken into account the residents' wishes.

B. Visitation

Visitation does not mean continued residence.

C. Guests

In order to ensure safety and security, all non-College overnight guests must be registered with the Head Resident.

II. The following policies are established to maintain health, life, safety, and protection of personal and College property.

A. Residence Hall Closing

1. All residence halls are locked no later than midnight and opened at 6:00 a.m.

2. Each resident shall be issued front door and room keys by which he may gain admission to his residence hall after the closing hour. Loss of this key jeopardizes the security of the entire unit as well as one's own room so caution is advised. Replacement fees are $3.00 for room key and $10.00 for front door key.

B. Pets

1. Because of health hazards, uncaged and unbowled pets or other live animals in the residence halls are not permitted.

2. If the owner fails to remove the animal when requested, it will be subject to confiscation.

C. Electrical Appliances

1. Cooking in student rooms and hallways is prohibited.

2. Coffee pots, corn poppers, and automatic toasters with self-contained thermostatically controlled heating elements may be used in student rooms.

3. Hot plates, electric fry pans, deep fat fryers, electric ovens, grills, rotisseries and the like may be used in kitchenettes. They are extremely hazardous in student rooms and therefore not allowed.

4. Immersion coils and water heaters without thermostat controls are never permissible.

D. Fire Equipment

1. Fire alarms, fire detectors or sprinkler systems exist in all residence halls. Illegally activating fire alarm and detection systems is a violation of Illinois and local ordinances.

2. Fire extinguishers are strategically placed throughout all residence halls. Casually emptying these extinguishers will render them useless in an emergency.

E. Candles

1. Candles can be an extreme safety hazard. They must never be placed adjacent to a wall or left ignited after room occupants have retired for the night.

2. Strobe candles are not allowed in sleeping rooms because of large flame and quantity of smoke they produce.

other candles, if used with care during religious holidays or if enclosed in glass permitted.

Damage

1. The student resident will be charged for any damage to the contracted room that curs during the student's occupancy.

2. Pictures, posters and other decorations must be hung down from the picture molding only.

3. Articles tacked, pasted, taped or affixed in any manner to walls, furniture or fixtures inevitably mar the surface and result in chargeable damage.

4. Students planning extensive room decorating projects are advised to check their plans with the Residence Staff to ensure safety procedures and to avoid damage charges.

III. Violations

Repeated violations of rules governing student life and conduct in University owned living units may subject individuals to College disciplinary action.

## ROOM CONTRACTS AND CONDITIONS

Room contracts are for the year and no refunds will be made.

If a student withdraws during the year, but re-enrolls for a subsequent term during the same academic year, no additional charge will be made.

Occupancy of the room is limited to the student(s) assigned to the room. The room may not be sublet.

If a student ceases to be a student by virtue of withdrawal or dismissal, all rights to occupy a room are lost.

At the time the room if first occupied, the student is asked to fill out a room condition check list, showing missing or damaged items. If the list is not turned in, the room is considered 100% in order when occupied.

The student is responsible for the room and its contents and will be assessed for damages beyond normal wear and tear or missing items.

The following items are not permitted in college residence halls: firearms, (including pellet guns), inflammables, explosives or incendiaries, firecrackers, air-conditioners, pets (other than caged birds, tropical fish, hamsters). Cooking in the rooms is not permitted. Permission must be obtained from the head resident for any non-students in the room overnight.

Rooms are subject to inspection as stated in the section below.

## ROOM ENTRY AND SEARCH

A. Representatives of the college should not enter a student's premises on campus except under the following conditions:

1. Rooms may be inspected for purposes of fire safety at any time and without advance notice. Disciplinary action against a student on the basis of such entry is limited to violations of fire or safety rules or stolen property. College officials inspecting rooms for general physical conditions and/or damage will post written notification on the board of the dormitory 24 hours in advance of any such actions.

During vacation periods, rooms may be inspected at any time (unless occupied during the vacation period–in which case the usual 24 hour notification applies).



# LAKE FOREST COLLEGE

## GOVERNANCE

## LAKE FOREST COLLEGE GOVERNANCE

### INTRODUCTION

The Committee on College Governance was appointed by President Hotchkiss in June, 1971; student members were appointed after a preliminary slate was selected by student government and faculty members were chosen in consultation with the General Policies Committee of the faculty.

Beginning in September, the Committee has met regularly, at least once per week, and recently twice a week. It devoted considerable time to a study of governance procedures at other colleges and undertook a detailed survey of the actual governance of Lake Forest College. In accordance with this study, the Committee established the following aims:

1. To provide formal ways in which student and faculty voices can be expressed and heard in matters relating to the governance of the College.

2. To make the process of governance visible to all and to establish channels for substantive communication at all levels.

3. To provide a structure to make matters of co-curricular activities a concern of students, faculty, and administration.

4. To develop a form of governance that will not encroach on the primary functions of faculty, students, and administrators.

5. To establish clarity of authority, responsibility, jurisdiction and therefore accountability.

Working from the present structure of governance while striving to make it more nearly conform to these principles, the Committee has unanimously recommended the adoption of the attached proposal.

William Martin
Michael McIver
Michael Monahan
John Nelson
Friedhelm Radandt
Ben Ryan
Arthur Zilversmit

## SECTION I

### College Policies

A. COLLEGE COUNCIL

1. Duties:

a. Advises the President.

b. Considers problems and concerns brought to the committee by any member of the faculty, student body, or administration who submits a written request to the office of the President. The Council may place the item on its own agenda if a substantial minority of the Council so decides, or it can refer the matter to an appropriate organ of college governance with the request to keep the Council informed of its disposition of the matter. If there are recommendations on matters of academic policy, faculty personnel policies, educational research and resources, or student life, these recommendations must be referred to the appropriate committee for further study, reports, or recommendations.

c. Advises the President on budget priorities for the College.

d. Acts as court of appeals in cases in which a substantial number of people maintain that an organ of College Governance (including student government) has exceeded, violated, or not fulfilled its constitutional role.

2. Composition:

a. Four faculty members, three to be nominated by division and elected by the faculty at large to staggered two-year terms, one to be nominated and elected by the faculty at large to a one-year term.

b. A member of the Executive Committee of Student Government.

c. Three students to be elected by the student body at large. Nomination as follows: the Faculty Personnel Policies Committee and the Executive Committee of the Student Government will hold a common meeting ten weeks before the end of the academic year, at which time they will constitute a nominating committee. By a two-thirds majority they will nominate a minimum of three, and no more than six students, for election to the College Council.

Students may also have their names placed on the ballot by presenting to the Dean of the College no later than one week before the election a petition signed by at least fifty students. No student may sign more petitions than there are vacancies for student members at large of the College Council. The petitions will be checked by the Dean of the College and the Executive Committee of Student Government. The election of students to the College Council will take place two weeks prior to the general student election in the Spring.

d. The President who serves as Chairman.

e. The administrative officer who assumes the role of Acting President when the President is unavailable.

3. Procedures:

The Council will not ordinarily meet in the President's absence, but in case of emergency it can be called into session by the officer designated as Acting President in the President's absence, who will then serve as Acting Chairman.

B. FACULTY PERSONNEL POLICIES COMMITTEE

1. Duties:

a. Advises the President in establishing policies for appointing, promoting, granting tenure,



and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.

b. Through its Promotion and Tenure Sub-Committee advises the President on specific cases of promotion and tenure.

c. Advises the President on faculty appointments.

d. Meets with the three student representatives to the Academic Policies Committee at least twice a year and considers with them the general policy guidelines established for appointments, promotion and tenure.

e. Serves as a committee on committees, advising the President on candidates for faculty committees. The Committee shall whenever possible maintain effective continuity in committee appointments.

f. Nominates faculty members for election to the College Life Committee.

g. Advises the President on the appointment or re-appointment of department chairmen. Each department chairmanship shall be reviewed by the Committee at least every three years.

2. Composition:

a. The Dean of the Faculty.

b. Six faculty members to be elected as follows:

(i) Promotion and Tenure Sub-Committee: three full professors (ordinarily one to be elected each year) to serve three-year terms. Nomination and election by the faculty at large. These members will not be eligible for re-election to the Promotion and Tenure Sub-Committee for three years. (The Dean of the Faculty is a member of the Promotion and Tenure Sub-Committee.)

(ii) The remaining positions on the Committee (ordinarily one to be filled each year): any full-time member of the faculty shall be eligible. Nomination and election to three-year terms by the faculty at large.

(iii) The Committee shall elect its own chairman.

C. LONG-RANGE PLANNING COMMITTEE FOR ACADEMIC GOALS

1. Duties:

Studies and formulates the academic long-range goals of the College and proposes means of achieving them.

2. Composition:

a. Dean of the Faculty.

b. Three members of the faculty, appointed by the President on the recommendation of the Faculty Personnel Policies Committee, for three-year terms (the entire committee to be appointed and replaced at the same time).

c. The Faculty Personnel Policies shall recommend to the President which member of the Committee shall serve as its chairman.

3. Procedures:

a. The Committee shall prepare a master plan, setting forth its views of the College's academic goals and the ways and means of achieving them, projecting current trends into the future, and delineating the College's direction for the next five years. This master plan shall be revised by each subsequent Long-Range Planning Committee on the basis of its research and new developments.

expected that the Committee will bring into its discussions, for a comprehensive ... of various aspects of the College, the appropriate personnel for extended periods of ... students, alumni, administrative officers and other faculty members.

c. It is expected that a supporting grant will enable the three faculty members of each ...ng-Range Planning Committee to participate in the work of this committee during at least one summer.

d. The Committee shall present a formal annual report to faculty, students, and the Trustee's Committee on Long-Range Planning.

## SECTION II

### Academic Policies

### A. ACADEMIC ADVISORY COMMITTEES

1. Duties:

Advise departments and major committees on curriculum, appointments, and departmental activities.

2. Composition:

Three majors, elected at a meeting of all majors. It is the responsibility of the Dean of the Faculty to call such elections no later than ten weeks before the end of the academic year. In the case of departments not offering a major (e.g., Religion and Education), three students shall be elected at a meeting of all students taking courses in these departments.

3. Procedures:

Departments and interdisciplinary committees must meet with their Advisory Committee before making any recommendations to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Academic Policies Committee. (In addition to the Department Chairman's letter on these matters to the Faculty Personnel Policies Committee and/or the Academic Policies Committee, any member of the Academic Advisory Committee, Interdisciplinary Committee, or of the department's staff may submit a letter expressing his own point of view.) A meeting of the Department or Interdisciplinary Committee with its Advisory Committee shall take place at least twice a year.

### B. ACADEMIC POLICIES COMMITTEE

1. Duties:

a. Formulates and discusses academic policies. (Recommendations about the basic structure of the academic calendar are under the jurisdiction of this committee.) In reviewing or proposing academic policies, the Committee shall consider the feasibility of allowing the Dean of the Faculty some discretionary authority in interpreting these rules. The Dean of the Faculty is required to inform the Committee regularly of his interpretation of academic policy in specific cases.

b. Evaluates curricular recommendations made by departments and interdisciplinary committees.

c. Advises the President on the distribution of faculty within the College.

d. Establishes methods for regular student evaluation of courses.

e. Establishes and reviews policies on admissions and financial aid.

f. Clarifies the intent of academic policies at the request of the Academic Appeals Board and reviews the desirability or necessity for changes in the academic rules in light of the



actions taken by the Appeals Board and the Dean of the Faculty.

2. Composition:

a. Six faculty members (two from each division). Faculty candidates for staggered two-year terms shall be nominated by each division and elected by the entire faculty (ordinarily there will be three vacancies).

b. Three students elected as follows: At a meeting of the Academic Advisory Committees at the divisional level three candidates shall be nominated by each division. (Advisory Committees for interdisciplinary majors may choose which division they wish to join for the purposes outlined here.) It is the responsibility of the Dean of the Faculty to call divisional meetings of the Academic Advisory Committees no later than nine weeks before the end of the academic year for the purpose of nominating student candidates for the Academic Policies Committee. Candidates will then be elected at a general college-wide student election, no later than the seventh week before the end of the academic year, each full-time student voting for one candidate in each division.

c. The Dean of the Faculty.

d. Separate chairman and secretary elected by each committee.

3. Procedures:

a. Recommendations for curricular change by departments or interdisciplinary committees must be submitted to the Academic Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program. Such decision places the matter on the agenda of the Academic Policies Committee for discussion and action.

b. When appropriate, the Director of Admissions and Financial Aid should be asked to meet with the Committee.

c. The Academic Policies Committee's decisions are recommendations to the faculty, to be considered by the faculty meeting (except for those curricular changes to which the Committee has given automatic approval).

### C. ACADEMIC APPEALS BOARD

1. Duties:

a. Rules on cases in which students appeal to the Dean of the Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.

b. Considers and acts on cases and appeals of academic suspension and dismissal.

c. In extraordinary cases, the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. They must report on all exceptions, giving reasons for their decision at the next faculty meeting. These decisions are subject to veto by a majority vote of the faculty.

d. Reports in detail to the Academic Policies Committee at least once per term.

2. Composition:

a. Three faculty members, appointed by the President, on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairman. Members are appointed to one-year terms.

b. The Dean of the Faculty and the Registrar are non-voting members. The Registrar serves as secretary of the Committee.

Dean of the College shall meet with the Board when it hears or judges cases and academic suspension and dismissal.

Procedures:

a. Students must present their appeals in writing with supporting evidence to the Secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can only be used to clarify points made in the written appeal.

b. The Board shall give a written reply to students, informing them of the grounds for its decision.

c. The Secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

D. EDUCATIONAL AND RESEARCH RESOURCES COMMITTEE

1. Duties:

Considers and recommends policies for the library, bookstore, computer center, audio-visual aids, and similar resources.

2. Composition:

a. The Director of the Library.

b. The Provost.

c. Four faculty members appointed by the President on the recommendation of the Faculty Personnel Policies Committee. Divisional representation should be maintained in the selection of faculty members to serve on this committee. Faculty members are appointed for one-year terms.

d. Two students appointed by the President of Student Government on the recommendation of the Executive Committee of Student Government which will receive written applications for these positions.

e. The Faculty Personnel Policies Committee shall also recommend to the President which member of the Committee shall serve as chairman.

3. Procedures:

When appropriate the Committee shall ask the Director of the Computer Center, the Manager of the Bookstore, or other college personnel to meet with it. The Committee shall issue frequent reports to faculty and students and at least once a year submit a detailed written report.

## SECTION III

### Campus Policies

A. COLLEGE LIFE COMMITTEE

1. Duties:

Considers and recommends policies on health, food, housing, and psychological services; career planning; athletic programs; and athletic and recreational facilities.

2. Composition:

a. The President of Student Government.

b. Three students to be elected by the student body at large as follows: the outgoing



College Life Committee will prepare a slate of no less than four and no more than six candidates for the three vacancies. Students will also be able to place their names on the ballot by presenting to the Dean of the College no later than one week before the election a petition signed by at least fifty full-time students. No student may sign more petitions than there are vacancies for student members on the College Life Committee. The petitions will be checked by the Dean of the College and the Executive Committee of Student Government.

c. Two faculty members to be nominated by the Faculty Personnel Policies Committee (at least two names must be submitted for each position) and to be elected to a two-year term by the student body at large at the general student election held no later than seven weeks before the end of the academic year. Ordinarily only one position will be vacant each year.

d. The Dean of the College (or a permanent representative from his office, appointed by the Dean of the College). He shall also attend all meetings of the Student Assembly.

3. Procedures:

a. The Committee shall elect one of its student members as chairman.

b. Decisions of the College Life Committee are subject to veto by a majority vote of the entire membership of the Student Assembly.

c. Decisions of the Committee are also subject to veto by a majority vote of all full-time students. In order to initiate such a referendum its backers must submit to the President of Student Government a petition with the signature of at least 250 full-time students. Such a petition must be submitted within two weeks of the public announcement of the particular decision objected to (vacation days and final examination periods not counted). The petitions will be checked by the Dean of the College and the Executive Committee of Student Government.

d. The Committee shall designate one of its members as its spokesman at Student Assembly meetings.

e. All decisions of the Committee are in the form of recommendations to the President.

B. CO-CURRICULUM COMMITTEE

1. Duties:

Plans and coordinates campus cultural and social events.

2. Composition:

a. The Dean of the College (or a permanent representative from his office, appointed by the Dean of the College). He will serve as chairman and administrator of the Committee.

b. The Director of the Off-Campus Cultural Office.

c. Two faculty members appointed by the President upon recommendation of the Faculty Personnel Policies Committee to one-year terms.

d. One student representative from each of the following: Executive Committee of Student Government, Student Film Series, On-Campus Cultural Committee, Off-Campus Cultural Office.

e. The Committee shall invite representatives from other campus organizations to meet with it.

## SECTION IV

### Student Government

It is expected that Student Government will have at least the two following governing bodies: a Student Assembly and an Executive Committee.

A. STUDENT ASSEMBLY

1. Duties:

a. Meets at least once a month and shall review the decisions of the College Life Committee and the Executive Committee. The Assembly shall have the right to veto such decisions by a majority vote of its total membership.

b. The Assembly shall elect three of its members to serve on the Executive Committee.

2. Composition:

The delegates shall be elected by the student body representing the various housing units as well as the non-resident students.

B. EXECUTIVE COMMITTEE

1. Duties:

a. Administers the affairs of Student Government.
b. Allocates student budget.
c. Sends a representative (from its membership) to the College Council.
d. Sends a representative (from its membership) to the Co-Curriculum Committee.
e. Recommends two students to serve on the Educational and Research Resources Committee.

2. Composition:

a. The President of Student Government.
b. The Secretary of Student Government.
c. The Treasurer of Student Government.
d. Three representatives from the Student Assembly.

II. Should a situation arise when the College Council determines that no student government exists, it shall be the duty of the Dean of the College to see to it that a student government is formed through elections.

## SECTION V

### Communication

I. Committee secretaries must send copies of all their minutes and reports to the office of the Dean of the College.

Note: Where appropriate or feasible, administrative officers may be asked to serve as secretaries to committees.

II. The office of the Dean of the College shall duplicate and distribute all minutes and



reports to the President, the faculty, the Dean of the Faculty, the Public Information Office, the student newspaper, and the secretary of Student Government.

III. A section in the student newspaper may be published as needed by the Public Information Office at the expense of the College to announce:

a. Committee and student government meetings, agendas, reports, and decisions.
b. Campus events.
c. Statements by the President and other administrative officials.

IV. a. The Dean of the College shall post the minutes and reports of all committees on an official bulletin board located in Commons.

b. The Dean of the College shall publish an election calendar, giving deadlines for submitting nominating petitions when required for elective offices.

V. All committees shall report early in the academic year to the faculty and the students the major thrust of their agenda for the year.

VI. All faculty or joint student-faculty committees must report regularly at faculty meetings. (The Long-Range Planning Committee is exempted from this responsibility.)

VII. All administrative officers, i.e., the President, the Deans, the Directors of Admissions, Financial Aid, Development, and the Library shall give frequent reports to faculty and students.

VIII. Student members of the various committees must report about their committee work to Student Assembly at least three times a year. (If several students serve on a committee one may act as spokesman for the delegation.)

IX. All student organizations that identify themselves as Lake Forest College groups must register with the Dean of the College.

## SECTION VI

### General Procedures

I. The President is ex-officio a member of all committees.

II. The Dean of the Faculty is responsible for conducting all faculty elections.

III. The Dean of the College is responsible for conducting all student elections, except the elections to the Academic Advisory Committees, which are the responsibility of the Dean of the Faculty.

IV. a.) If the College Council determines that there is a vacancy of an elected position on any committee of College Governance it is responsible for initiating an election that is congruent with the electoral procedures described herein.

b.) If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance it shall ask the appropriate committee to recommend the new appointment.

V. When absolutely necessary a committee has the right to appoint a task oriented sub-committee but only to study special problems and to bring information and policy options to the appointing committee. These sub-committees may be drawn, in part, from outside the appointing committee's membership.

…es for Faculty Elections:

1. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee:

No later than ten weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Each faculty member shall vote by secret ballot for one candidate for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy). The faculty will then vote by secret ballot, choosing one candidate for each vacancy.

2. Academic Policies Committee:

No later than eight weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty of each division a list of the faculty members eligible for election to the Academic Policies Committee. Each faculty member shall vote for one eligible candidate in his division for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy). The faculty will then vote by secret ballot, choosing one candidate for each vacancy.

3. The College Council:

No later than six weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty of each division a list of the faculty members eligible for election to the College Council as divisional representatives. Each faculty member shall vote by secret ballot for one candidate for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy). The faculty will then vote by secret ballot, choosing one candidate for each vacancy. The Dean of the Faculty will then prepare a new ballot listing the nominees not elected in the previous election. Each faculty member will then vote by secret ballot for one of these candidates. The winner of this election shall serve a one-year term.

4. The Remaining Members of the Faculty Personnel Policies Committee:

No later than four weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Committee. Each faculty member shall vote by secret ballot for one candidate for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy). The faculty will then vote by secret ballot, choosing one candidate for each vacancy.

b) 1. The elections shall take place in the order stated in this section under VIa.

2. Election to the College Council, the Faculty Personnel Policies Committee, or the Academic Policies Committee shall make a faculty member ineligible for election to another of these committees.



3. For the purposes of divisional representation on committees the departments are divided as follows:

I

ENGLISH
FINE ARTS
FOREIGN LANGUAGES
PHILOSOPHY
RELIGION

II

ECONOMICS
EDUCATION
POLITICS
HISTORY
SOCIOLOGY AND ANTHROPOLOGY

III

BIOLOGY
CHEMISTRY
MATHEMATICS
PHYSICAL EDUCATION
PHYSICS
PSYCHOLOGY

Every faculty and joint faculty-xtudent committee elected or appointed shall serve the entire academic year except the Long-Range Planning Committee, which serves three years.

VII. Procedures for Student Elections:

a) 1. No later than the tenth week before the end of the academic year, all nominations by petition for student positions on the College Council must be presented to the Dean of the College, who shall prepare the ballot. Elections for the student positions on the Council must be held no later than the ninth week before the end of the academic year.

2. No later than the tenth week before the end of the academic year the Dean of the Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees. No later than the ninth week before the end of the Spring Term the Dean of the Faculty shall arrange divisional meetings of the Academic Advisory Committees for the purpose of nominating student candidates to the Academic Policies Committee.

3. All nominations by petition for the student vacancies on the College Life Committee and for the office of President, Secretary, and Treasurer of the student government must be submitted to the Dean of the College no later than the eighth week before the end of the academic year.

4. No later than the seventh week before the end of the academic year but not sooner than two weeks after elections to the College Council, the Dean of the College (with the cooperation of the Dean of the Faculty) shall prepare the ballot and conduct an all-student election for the following positions:

(i) President, Secretary and Treasurer of the Student Government.

(ii) Three student delegates to the Academic Policies Committee.

student delegates to the College Life Committee.

The faculty delegates to the College Life Committee.

5. No later than the second week after the beginning of the academic year, the Dean of the College shall arrange elections to be held by each housing unit and by non-resident students for delegates to the Student Assembly.

b) 1. Terms of Office:

The President, Secretary and Treasurer of the Student Government elected during the seventh week before the end of the academic year shall take office no later than the sixth week before the end of the academic year. These new officers, together with the three current members of the Executive Committee, elected by the Assembly, shall prepare the budget for the following year.

2. The terms of office for all student delegates to the Student Assembly, the College Council, the Academic Policies Committee, the College Life Committee, the Co-Curriculum Committee and the Educational Research Resources Committee shall run from the opening of the academic year until Commencement.

However, these students are eligible for re-election or reappointment.

(i) If the delegate to the College Council chosen by the Executive Committee is an officer, he (she) shall continue to serve on the Council until Commencement, notwithstanding the possible election of a successor in the regular Spring election.

(ii) The President of the Student Government shall serve on the College Life Committee from the opening of the academic year until Commencement, notwithstanding the possible election of a successor in the regular Spring election.

3. The terms of office for the Academic Advisory Committees shall be from the time of their election in the Spring Term until the election of the following year.

c) Voting:

Each full-time student may cast one vote for each position on the ballot; cumulative voting is not allowed.

## SECTION VII

### Ratification and Amendment Procedures

I. Ratification:

a) This College Governance shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.

b) Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of the College.

c) The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.

d) The Dean of the College shall announce the result of the faculty and student vote simultaneously.



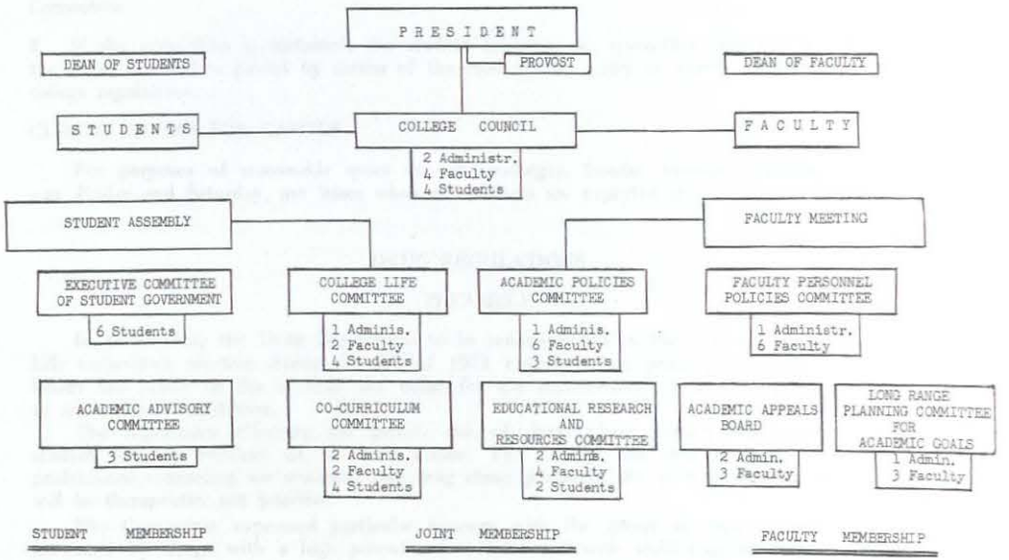
II. Amendments:

a) The College Council is empowered to make minor modifications in this College Governance to assure the better implementation of the spirit of this document by unanimous vote. In no case shall such change become effective until three weeks after their public announcement. If ten percent of the student body or faculty by petition maintain that these modifications are not minor or not in the spirit of the document, such modifications cannot go into effect.

b) 1. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.

2. Amendments can also be proposed by petition signed by one-third of the faculty or student body. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.

3. Amendments shall be deemed ratified if they receive the vote of two-thirds of the faculty voting on the amendment and two-thirds of the full-time students voting on the amendment.



2. When there is excessive noise or disturbance which is affecting others.

3. When there is evidence that college regulations have been violated, such evidence to be based upon direct observation of the violation or upon reports from an identifiable source.

4. When there is an emergency of a nature potentially dangerous to the occupant(s) of the room or building.

B. The right to enter is not synonymous with the right to search. Where fire and safety checks are involved, any search shall only be sufficient to establish that no violation of fire and safety standards exist.

C. Premises occupied by students and the personal possessions of students shall not be searched unless appropriate authorization has been obtained. For premises such as dormitories controlled by the institution, application to the Dean of the College must be made before a search is conducted. The application must specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search must be followed.

D. If a student believes that entry into or search of his premises violates the expectations established above, he should bring his accusation both to the President of the Student Government and the Chairman of the College Life Committee, who shall refer the accusation to a Review Board consisting of three students appointed by the President of the Student Government and two faculty members designated by the Chairman of the College Life Committee.

E. If the accusation is sustained, the student bringing the accusation shall not be charged on the basis of evidence gained by means of the unacceptable entry or search, with having violated college regulations.

### CLOSING HOURS FOR CAMPUS

For purposes of reasonable quiet for all, midnight, Sunday through Thursday, and 1:00 a.m. Friday and Saturday, are times when all students are expected to maintain quiet hours.

## DRUG REGULATIONS

### PREAMBLE

In formulating the Drug Regulations to be recommended to the administration, the College Life Committee meeting during the fall of 1971 expressed two primary concerns: one for the health and safety of the student; the other for the maintenance of an atmosphere appropriate to an academic institution.

The regulations affecting the private use of drugs place primary responsibility on the student for the conduct of his own affairs. The College will seek to arrange confidential, professional counseling for students with drug abuse problems; the primary interest in such cases will be therapeutic, not punitive.

The Committee expressed particular concern with the threat to student health which is presented by drugs with a high potential for abuse and with trafficking in those drugs. Such drugs are dangerous to the individual and also invite danger to the college community from a wide variety of off-campus sources: addicts, drug dealers (better known as pushers), and even civil authorities. The College Life Committee expressed the belief that students can and should police themselves in such a way as to make college action in this area unnecessary. Particularly, it was expected that students would see that the dealer (pusher) in hard drugs was a serious threat to themselves and to others, and would act accordingly to stop the actions of such persons on campus.

was expressed about the possible use of "informers" to enforce these regulations. ege does not, and shall not, make use of persons, whether students or not, specifically ed to the task of discovering violations of these regulations in a covert role. Only if there clear evidence of student trafficking in *hard* drugs, and the students and the College have been unable to solve the problem, will alteration of the ban on "informers" be considered. Any change in this policy shall be publicly announced; the authority to change this policy rests with the President, who will consult with the College Life Committee prior to his public decision.

## REGULATIONS

(The College reminds each student of Federal and State laws concerning possession, use, sale, or distribution of illegal drugs. Summaries of applicable State Laws are posted in the Dean of the College's Office.)

1. The public use of any illegal drugs will subject the user to established College disciplinary procedures, with the possible penalty ranging up to and including dismissal from College.

2. Sale or distribution of illegal drugs, or the possession of illegal drugs in quantities such as to suggest trafficking, will subject students to established College disciplinary procedures. The prescribed penalties for sale or distribution shall be as follows:
   a. The sale or distribution of so-called "hard" and/or addictive drugs, including but not limited to heroin, other opiates, cocaine, and methedrine cystal, shall be grounds for immediate expulsion from College. (Hallucinogens of high-abuse potential, including LSD, shall be considered under this category as well.)
   b. The sale or trafficking in any illegal drugs shall be cause for action up to and including dismissal from College.

3. In recognition of the College's special responsibility to the wider community, the sale or distribution of any illegal drug to anyone outside the college community shall result in immediate expulsion from College.

4. A student whose drug use threatens severe personal, psychological or physical harm, substantially impairs his or her ability to perform in the academic program, or is substantially deleterious to the general life of the College, and who is unwilling to accept counseling, may be requested to withdraw from the College; in such instances, the student may exercise the right of appeal through established college procedures.

5. Being under the influence of drugs shall in no way be considered an excuse for disorderly or disruptive conduct, which shall be subject to the usual disciplinary sanctions.

## ALCOHOLIC BEVERAGE REGULATIONS

(The College reminds each student of State and local laws concerning alcoholic beverages.)

1. Possession or consumption of alcoholic beverages is prohibited in all academic buildings, McCormick Auditorium, the Commons, the Sports Center, and the Hockey Rink. The only exception to this rule will be in case of functions at which persons under legal age will not be served and which are specifically approved by the Office of the Dean of the College or by another appropriate administrative officer.
2. The College reserves the right to regulate consumption of alcoholic beverages at public functions.
3. Being under the influence of alcohol shall in no way be considered an excuse for disorderly or disruptive conduct, which shall be subject to the usual disciplinary sanctions, as defined in the College Handbook, *Responsibilities, Rights, Regulations.*



## GENERAL CONDUCT

No set of rules can possibly ever cover all the variety of cases that may arise. Yet, a catchall statement may be misused. With rules and prescribed penalties in complete detail, no judgment is necessary; with no rules it is all judgment—the administration and students have found that some specific statements, coupled with careful judgment serves all parties. The College reserves the right to discontinue the attendance of any student whose behavior is deemed so undesirable that no other course of action is appropriate. To insure that this right is not abused every student being prosecuted for serious misconduct has certain rights. These are spelled out later in this section.

The threat of campus disruption and of violence of any kind is one of particular concern to all members of the community. The administration of the college will act in any such instance to protect the entire community and to permit the educational objectives of the institution to be met, if necessary by separation of the individuals concerned. The administration also recognizes that in so far as possible, individual rights, including due process, should be protected. Discussions are now in progress which will define the procedures for dealing with such matters should they arise. Each student should fully understand the following general guidelines:

Campus Disorders: Participation in actions which disrupt the normal activities of the campus will be cause for immediate suspension from the College; such actions include the obstruction or disruption of teaching, research, administration, disciplinary procedures, as well as behavior which interferes with the rights of access to college facilities for all members of the college community.

Should an instance arise where there is immediate danger to life, or destruction of property, or violation of confidential records, the administration will take emergency actions to stop such disorders, including, if necessary, a request for assistance from the local police.

The following conduct patterns are also considered to be such a serious threat to the intellectual purposes, safety, and orderly conduct of the community that students found guilty of such conduct may be considered for separation from the institution. If suspension is not necessary, they may be tried while enrollment continues.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
2. Forgery, alteration, or misuse of College documents, records, or identification.
3. Unauthorized entry to or use of College facilities.
4. Failure to comply with directions of College officials acting appropriately in the performance of their duties.
5. Violation of rules governing residence. (See section on residency)
6. Misuse of fire or safety equipment or alarms.
7. Theft of or danger to property.
8. Violation of laws pertaining to narcotics or dangerous drugs; possession, distribution, or repeated use of same.
9. Violation of laws pertaining to firearms, incendiaries, explosives.

## PROCEDURES DEALING WITH VIOLENCE ON CAMPUS

"Physical abuse of any person, or conduct which threatens or endangers the health or safety of any such person," shall be cause for consideration of separation from the institution.

I. Any instance of alleged violence shall be brought to the attention of the President or his delegated authority, who, after appropriate consultation as to circumstances, shall make a determination whether violence has in fact occurred: In this judgment, he shall, if advisable, consult with at least two persons:

a. Legal Counsel, employed by the College for this purpose, to determine if violence as defined by legal precedent has occurred.
b. The Student Chairman of the Conduct Board, to determine if College precedent exists.

He may, in addition, consult with such members of his staff as may be available, and who he deems may relate to the problem.

II. If violence is determined to be present, those persons involved shall be immediately suspended from the College until determination of the gravity and responsibility for the offense. Work missed while under suspension shall be considered incomplete, with make-up opportunities assured, providing the action of the judging authority is other than expulsion. The suspension contemplated herein should usually be no longer than one week and would be resolved on the final decision as to disposition of the case.

III. The administration will next determine, in the person of the President or his delegated authority, and again with the same advisors if feasible, the method of making a judgment of disposition in such cases. In some instances, it may be referred to civil authorities, and, if so, the students concerned may be readmitted pending trial. In other instances, a special committee may be established to make a judgment concerning guilt and discipline. In yet other instances, the Conduct Board may be requested to assume jurisdiction.

### PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

The disciplinary powers of educational institutions are inherent in their responsibility to protect their educational purpose through the regulation of the use of their facilities and through the setting of standards of conduct and scholarship for the students who attend them. In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to counseling, guidance, admonition, and example. In the exceptional circumstances when these preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from unfair imposition of serious penalties. The following are considered to be proper safeguards in such proceedings.

### HEARING COMMITTEE PROCEDURES–DUE PROCESS

The formality of the procedure to which a student is entitled in disciplinary cases shall be proportionate to the gravity of the offense and the sanctions which may be imposed. Minor penalties may be assessed informally under prescribed procedures. When misconduct may result in serious penalties, the student shall have the right to a hearing before a regularly constituted hearing committee.

a. The hearing committee shall include both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.



b. The student shall be informed, in writing, of the reason for the proposed disciplinary action with sufficient particularity, and in sufficient time, to ensure opportunity to prepare for the hearing.
c. The College is obliged to provide upon request of the student whose conduct is under investigation, counsel chosen from among members of the college community; such counsel may be present during the hearing.
d. The burden of proof shall rest upon the officials bringing the charge.
e. The student shall be given an opportunity to testify and to present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
f. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. Improperly acquired evidence will not be admitted.
g. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

### STATUS OF STUDENT PENDING FINAL ACTION

Pending action on the charges, the status of a student should not be altered or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the health or safety of student, faculty, or college property.

### HEARING COMMITTEE–(CONDUCT BOARD)–STRUCTURE AND POWERS

This group is made up of 5 students appointed by student government, 3 faculty members, and 1 non-voting representative from the administration; to the Dean of the College it makes recommendations which may include everything from no action in a particular case to dismissing the offender from the college.

The Conduct Board shall ordinarily hear cases where temporary or permanent separation from the institution may be involved, where disciplinary probation is a possible action, or where appeal from House Council or administrative decisions is being made.

Cases may be referred to the Conduct Board from a variety of sources, including the House Councils.

The Conduct Board shall have the power to subpoena witnesses from among the college community.

If an accused individual elects not to appear before the Conduct Board, the Board may nevertheless hear evidence and make a judgment.

### INSTITUTIONAL AUTHORITY AND CIVIL PENALTIES

Activities of students may upon occasion result in violation of law. In such cases, college officials will apprise students of their legal rights and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority will never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct from those of the general community will the special authority of the institution be asserted. If a student's behavior off campus goes beyond the limits acceptable on campus, as specified in the student's handbook,

the college's disciplinary authority may be regarded as appropriate. The student who ...y violates institutional regulations in the course of his off-campus activity, such as ...relating to class attendance, is subject to no greater penalty than would normally be ...posed.

AVAILABILITY OF LEGAL ASSISTANCE

Upon recommendation of the Dean of the College, the college will make available to students one consultation with legal counsel in cases where the student has been a party or witness to an offense initiated by others and where civil charges or suit may be brought.

CAMPUS SECURITY

The Department of Security is charged with the responsibility of protecting the lives and property of the members of the College community.

INSURANCE AND PROTECTION OF VALUABLES

Lake Forest College does not provide insurance for students personal belongings. If you sustain a loss it will be your loss and your responsibility to replace that loss. We recommend that you make arrangements for insurance to cover personal belongings.

In addition, to assist you and campus security please know your serial number of your valuables. Security will make available forms to facilitate the registration of everything from bikes to cameras to T.V.'s etc.

## PARKING AND TRAFFIC REGULATIONS

REGISTRATION OF VEHICLES

All vehicles on campus must be registered with the College. Commuting students plus resident juniors and seniors may have cars. Cost for registering a vehicle on campus is as follows:

| | |
|---|---|
| Resident student: | $30.00 per year |
| Commuting student: | $20.00 per year |
| Motorcycles: | $10.00 per year |

Students not eligible must obtain prior written permission before bringing their car to the campus. State license plate registration and driver's license must be shown in order to obtain a permit. Public liability-property damage insurance is required.

TEMPORARY PERMITS FOR STUDENTS NOT ENTITLED TO REGULAR PERMITS

Temporary permits for a period not exceeding two weeks (maximum three per year) may be applied for at a $1.00 charge. STATE LICENSE PLATE REGISTRATION AND DRIVER'S LICENSE MUST BE SHOWN.

DRIVING RESTRICTIONS

Students not entitled to have their own cars on campus may not drive cars of others. Students must recognize the authority of the campus patrol officers or lose their permit at once.



Motorcycle driving on campus is limited to the roads leading to motorcycle parking areas. They may not be driven around campus.

PENALTIES

Registered vehicles, including motorcycles, $5.00 per ticket. Tickets may be appealed to the Dean of the College. Proof of successful appeal must be presented to, or tickets paid at, the Business Office.

Tickets must be paid or successfully appealed *within 7 days of issuance.* After 7 days, fines will double and will be added to the student's account at the Business Office. If a student has successfully appealed a ticket, but has not acted within the 7 day period, there will be a $5.00 service charge for removing the fine from his account.

Parking privileges will be revoked if a student accumulates three unpaid tickets or if any vehicle accumulates six or more violations per year. (Registered car owners are responsible for all citations received by their cars). When privileges are revoked the permit must be scraped off, the remains surrendered, and the vehicle removed from campus. A $25.00 fine and/or such action as the College deems appropriate will be imposed if the vehicle is on campus at any time after revocation of the permit.

Unregistered Vehicles: Same as above, except that if three tickets have been received before the vehicle is registered, no registration will be allowed and the vehicle must be removed from the campus for the year.

Failure to pay tickets or to remove a vehicle whose registration has been cancelled may result in further action by the Dean of the College.

"Special Notes":

1. Driving or parking on grass or sidewalks will result in appropriate action by the Dean, including, but not limited to, the loss of parking privileges and loss of the vehicle permit. In addition, driving on grass will result in substantial fees. Students may be held responsible to effect repairs.
2. False registration results in loss of permit.
3. Reckless driving will also mean the loss of permit.
4. In addition to the stated penalties, the College may impose such disciplinary action as it deems appropriate.

MISCELLANEOUS: Inoperable cars due to any reason must be removed immediately to the proper parking area by owner. Tickets will be issued to violators. Unregistered vehicles and improperly parked cars may be towed and/or stored at owner's risk and expense.

POSSESSION OF RIFLES, SHOTGUNS AND FIREARMS ON CAMPUS

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon College premises, except by law enforcement officers, is prohibited.

Students—Students shall be permitted to possess or maintain a rifle, shotgun or firearm on University property only by depositing the same with the College Security for safe keeping. Appropriate permits may be issued to students allowing them to transport their weapons on College property for the purpose of depositing or withdrawing the same from Security and for no other purpose.

Donnelley Library is the central library of the College and contains all the books and ...cals and other resource materials of the College collection.

Certain groups of materials belonging to the library are located in other buildings, e.g. books and periodicals for the biology, chemistry and physics departments located in the Thomas O. Freeman Memorial Science Library, a part of the Johnson Science Center Complex; and the periodicals for the mathematics department located in the mathematics seminar room in College Hall.

The books are classified by the Library of Congress Classification system, and a complete catalog is located in the Donnelley Library for all the library collection. In addition, those materials located in the Science Library are listed separately in the catalog in that building.

Each student who registers at Lake Forest College is entitled to a library card which permits him to take out books in accordance with library regulations. The card may be ontained, any time from Fall opening day and thereafter by applying at the library loan desk, where detailed instruction in library use will be offered.

## SHORT TERM LOANS

Most loans are small and are for short periods of time. Occasionally, however, a larger loan is needed for some emergency.

The loans are normally made due and payable during the term incurred. Special circumstances may require repayment to extend beyond the term or school year. There is always a nominal interest charge to cover the cost of providing this service.

## CAMPUS EMPLOYMENT

Students interested in obtaining employment on campus should see the Director of Financial Aid. Non-campus employment is posted outside the office of the Dean of the College and in Commons at the mailboxes.

## PLACEMENT

The College maintains a placement office for seniors and alumns. The office is located in the office of the Dean of the College. All manner of employment and graduate school information is available.

## VEHICLE RENTAL

Purchasing Department has one (½) ton pick-up truck and two (12) passenger vans available for rent to recognized student groups. Vehicles may only be used for college connected activities. Drivers have to have an operator's license, and be certified by the Purchasing Department as being authorized to drive these vehicles. Each driver receives seven minutes of instruction on the proper use and administrative handling of the vehicles. The cost will be 10 cents a mile plus $1.00 an hour. Twelve hour periods cost $8.00 plus 10 cents a mile. Twenty-four hour periods cost $12.00 plus 10 cents a mile. Minimum charge is $3.00. Reservations must be made in advance.

## CAMPUS RECRUITERS

No student may obstruct other students from access to an exchange of information with a



speaker, recruiter, or representative who has made arrangements for his visit with the college.

No speaker, recruiter, or representative who visits the college shall be permitted to take photographs of demonstrators or in any other way intimidate students from exercising their right to demonstrate peacefully.

## SPEAKER POLICY

The following excerpt from the resolution adopted by the Board of Trustees on December 2, 1963 is quoted here:

> .....Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth itself are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it....in its policy governing this appearance of outside speakers on the campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion.

Student organizations must keep in mind that the sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of the College.
3. In case the Dean of the College feels that a particular speaker is undesirable, the General Policies Committee will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented that statement as follows:

> The College is desirous of continuing that policy, opening its doors to all points of view. It seeks, also, however, to insure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect, and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiations or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property, will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to

...ests, the College will prohibit two speakers representing opposing viewpoints on the ...ate, unless the events have been appropriately arranged in advance and unless both ...kers have full prior knowledge and acceptance of the circumstances of their invitation.

3. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes which they are in "sympathy" with.

## STUDENT IDENTIFICATION CARD

The student identification card is furnished by the College for your use as a means of personal identification as a Lake Forest College student and represents your membership in the College community. It remains the property of the College and must be returned to the Office of the Dean of the College, when you are no longer enrolled. Carry the ID card at all times. It must be presented upon request to any College official.

## FOOD SERVICE

The Board contract is mandatory for all resident students. Szabo Food Service, Inc. is the food contractor for the resident dining services provided in Commons. They serve twenty meals per week. Meals must be eaten in the dining hall.

The student food committee provides valuable input and aids in the preparation and planning of menus. If you have any interest in the service provided, please join the food committee.

## OCCUPATIONAL SAFETY AND HEALTH ACT

Lake Forest College is in full compliance with the Williams-Steiger Occupational Safety and Health Act of 1970. The purpose of the act is to assure safe and healthful conditions.